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TEHAMA COUNTY CLERK OF
THE
BOARD OF SUPERVISORS

The Position

Information Systems Analyst I is the entry level in the Information Systems Analyst series. Employees in this class work under close supervision, receive in-service training, and are given detailed instructions in the performance of duties related to designing, overseeing and coordinating a department's information systems. As requisite skills and knowledge are developed, greater independence is exercised and employees are expected to perform increasingly responsible and difficult assignments. Employees are expected to promote to Information Systems Analyst II after one year of satisfactory performance at the trainee level.

Additional Information

See Reverse

See Reverse for Instructions on How to Apply

Tehama County

Tehama County, with a population of 62,941 is located in central northern California, in the Sacramento Valley, bisected by Interstate 5 as well as the Sacramento River.

Red Bluff, the county seat and the largest city within the County, has a population of approximately 13,174

Tehama County offers hot, dry summers, with comfortable nighttime temperatures and mild winters. The County has a variety of topography with rolling foothills, rangeland, and the fertile valley floor at 341 feet above sea level between the Sierra Mountains and the Coastal Range Mountains reaching above 8,000 feet. Recreational opportunities include camping, fishing, hiking, hunting, swimming, golfing, bowling, tennis, softball, volleyball, horseshoes, and horseback riding along with local theatre, concerts, rodeos, festivals, the County fair, parades, dinner/dances, and ice-cream socials.

Information Systems Analyst I* **Tehama County** **Department of Social Services**

Monthly Salary: \$3,307 - \$ 4,030.

Application Deadline:

February 18, 2011, 5:00 p.m. PST

Tentative Examination Dates

Oral Exam: Week of March 7, 2011

Location:

The resulting list will be used to fill vacancies in
Red Bluff and Corning, California

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

Equivalent to an Associate's Degree or completion of an approved certificate program in computer science, information systems technology, management information systems or a related field.

AND

One year of experience in the Interagency Merit System performing duties comparable to Information Systems Technician; or

One year of experience analyzing, installing, maintaining and troubleshooting computer hardware, software and network devices, which includes working with various operating structures and database structures. (Additional qualifying experience can be substituted for the educational requirement on a year-for-year basis).

OR

One (1) year of experience in the design, oversight, coordination and operation of a department's automation system; which includes, experience in network/server administration.

Desirable Qualifications

Work experience in design, installation, implementation, troubleshooting, repair & preventative maintenance and administration of Microsoft server systems. Ability to support helpdesk functions including Microsoft's Servers, workstations with MS Office suites, Statewide connected systems and database administration. Direct working knowledge of data communications equipment, network switches and routers, firewalls, wiring, Preference given to Cisco and or Microsoft certified or trained applicants.

Additional Information

A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case by case basis.

Positions may require pre-employment screening, including background checks, and fingerprinting.

There is no existing eligible list.

***At the discretion of the Tehama County Department of Social Services and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Information Systems Analyst II level if the appointee meets the minimum requirements. Salary for the II level is \$3,650 - \$4,449.**

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.

This position is represented by the Joint Council bargaining unit. Benefits include an annual leave plan: 96 hours of vacation, increasing upon continuous years of service, 96 hours of sick leave, and 13 paid holidays plus one 8 hour personal holiday. County provides a generous benefit package. Annual step increase based upon satisfactory performance and completion of 2,080 hours (Steps A to E). Deferred compensation and supplemental insurance plans are available. Employee Assistance Program is provided to all employees by the County.

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Foreign Education

Applicants who completed their education outside of the United States must submit verification of degree equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

How to Apply for this Examination

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, or the Social Services, Child Support, or HR Department in the county. Application documents must be mailed to the address below and received by 5:00 p.m. PST on the application deadline. POSTMARKS ARE NOT ACCEPTED.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

The Examination Process

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, supplemental questionnaire, written examination, job related exercise, and/or an oral examination.

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov

Special Testing Arrangements

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

**Tehama County is an Equal Opportunity Employer
ADA/EEO/Drug-Free Workplace**